



WORK DESCRIPTION - DESCRIPTION DE TRAVAIL

Position Number - Numéro du poste 00052624	Position Title - Titre du poste Regional Manager Financial Planning and Analysis
Position Classification - Classification du poste FI-03	National Occupation Code - Code national des professions 0111 - Financial Managers
Department/Agency - Ministère/organisme Department of Fisheries and Oceans	Effective Date - Date d'entrée en vigueur April 1, 2009
Organizational Component - Composante organisationnelle Regional Finance & Administration	
Geographic Location - Lieu géographique Pacific	Job/Generic Number - Numéro d'emploi / de générique NMWD #913 (Decision #26128)
Supervisor Position Number - Numéro du poste du surveillant 00072053	Supervisor Position Title - Titre du poste du surveillant Regional Director, Finance and Administration
Supervisor Position Classification - Classification du poste du surveillant FI-04	
Language Requirements - Exigences linguistiques English Essential	Linguistic Profile - Profil linguistique
Communication Requirements - Exigences en matière de communication	
Office Code - Code de bureau	Security Requirements - Exigences en matière de sécurité Secret

Client Service Results - Résultats axés sur le service à la clientèle

Manages a financial planning and analysis unit, including activities related to budget allocation and input, financial analysis, challenge and advice, transfer payment document advice, cost analyses, salary management advice, capital project analysis and relevant training.

Key Activities - Activités principales

Manages and co-ordinates the regional planning and analysis of and input to various departmental resource (budget) planning processes.

Manages and provides advice, challenge, guidance and recommendations to regional senior management and responsibility centre managers regarding financial planning, reporting, financial forecasts, variances, resource utilization, reallocation and salary management.

Manages and co-ordinates the regional financial review of sector business, operations, human resources and capital plans.



Provides financial advice and analysis activities surrounding capital project proposals and the various types of partnering, alternative service delivery or funding arrangements including Collaborative Arrangements, Special Purpose Accounts (SPA's), Memoranda of Understanding (MOU's), and Grants and Contributions (G&C's).

Promotes the concept of financial management accountability and modern comptrollership by advocating and providing training in financial management.

Manages the provision of analysis, review and advice on (budget or cost) allocation exercises in support of departmental activities such as allocation of "enabler" funding for new programs, allocation of Activity Costs for the Departmental Activity Costing System (DACS), salary contract settlement analysis and allocation, and expenditure reduction exercises.

Leads multi-disciplinary project teams and chairs, or participates on departmental and regional committees.

Manages assigned financial, human and material resources; and, provides technical guidance and leadership to associates, staff and consultants.

Employee's Statement – Déclaration de l'employé

I have been given the opportunity to read and comment on the content of this work description.
J'ai eu l'occasion de lire et commenter le contenu de cette description de travail.

Name of Employee – Nom de l'employé

Randy Atwal

Signature

Date

Supervisor's Statement – Déclaration du surveillant

This work description accurately describes the work assigned to this position.
Cette description de travail décrit adéquatement le travail assigné à ce poste.

Name of Supervisor – Nom du surveillant

Lisa Kerr

Signature of Supervisor – Signature du surveillant

MAR 29 2012

Date

Authorization – Autorisation

Name of Manager – Nom du gestionnaire

Lisa Kerr

Manager's Signature – Signature du gestionnaire

MAR 29 2012

Date

Skill - Habiletés

The work requires advanced knowledge of Generally Accepted Accounting Principles to be eligible for a recognized professional accounting designation and a professional knowledge of the theories, principles and practices of accounting and financial management, including Government of Canada accounting practices and principles, financial theories, standards, guidelines, policies and legislation, techniques,

methods such as: research, needs analysis, risk analysis, financial policy and systems development, and problem solving. This knowledge is required to manage the delivery of financial planning, analysis and reporting services; to provide advice and guidance to managers and staff; and to manage the preparation of organizational financial statements.

An advanced knowledge is required of organization and sector structures/mandates/business directions, and of the departmental financial services mandate; departmental Program Activity Architecture (PAA); of the machinery of government, the budget and planning cycle, the federal regulatory process and the decision-making process within government, to manage the delivery of planning, analysis and reporting services to the region; of central agency roles, policies, directives and management practices to interpret departmental policies and systems and elaborate on their application to the department (i.e. the planning and reporting process for public accounts) and to provide advice to managers and staff; of policies and programs in the various provinces and territories related to the delivery of the DFO mandate to establish mutually supporting financial frameworks for the delivery of services or shared initiatives, policies, practices and systems; of private sector accounting and best practices to keep pace within the government environment; and of the department's enabling legislation, the Financial Administration Act, Public Service Employment Act and other pertinent regulations; the Appropriation Act, Access to Information and Privacy Act, DFO and central agency financial regulations and authorities; and, of government wide initiatives such as program/expenditure reviews and Management Accountability Framework (MAF) to provide effective analysis and appropriate advice to Regional Management.

Extensive knowledge of financial management practices, methods and techniques in areas such as: financial analysis, modelling, budgeting, forecasting, cost benefit analyses, activity based costing, activity based management, cost recovery and revenue generation, to demonstrate and work with managers in carrying out their comptrollership responsibilities.

Knowledge of modern comptrollership theories and practices (i.e. performance information, risk management, control systems and ethical practices and values), to support management decision making and reporting requirements.

Knowledge of human resources management methods, techniques, principles and practices to lead components of multi-phased, multi-disciplinary project teams and to supervise staff in order to establish criteria, assign responsibilities, monitor and review results to contribute to the development of new skills, maintain effective relations with one's own staff and to provide a positive work environment.

Knowledge of presentation and training techniques to develop and deliver regional financial management training

Analytical skills are required to plan/manage the provision of financial services and advice; anticipate factors affecting the long-term and short-term planning of financial resources, formulate options to mitigate resource constraint/allocation issues; develop internal policies/procedures and produce reports; and, to synthesize financial and non-financial information and develop reports and presentations to be used by managers for decision making purposes.

Communication skills are required to provide advice, guidance and recommendations to regional senior management and responsibility centre managers regarding financial planning, resource utilization, funding strategies (i.e. ASD), the interpretation of regulations and policies, and the implications of new priorities and initiatives; to interpret management priorities/needs, present and motivate management acceptance of advice or to arbitrate the resolution of, for example, resource allocation or budget control issues; to present arguments and justifications to departmental managers and functional experts in a convincing and persuasive manner to obtain approval and/or consensus around complex issues; to mediate and resolve disputes between competing program and service areas and to persuade and motivate senior and/or line managers (primarily professionals in non-financial groups) to accept alternative means of achieving expected program results or outputs; to undertake initial negotiations with potential government/non government partners; to prepare organizational input to mandatory financial planning/reporting

documents, develop internal policy guidelines and prepare briefings and reports for senior management consideration; and, to develop and deliver training.

Effort - Efforts

Intellectual

Assesses the organization's financial planning, analysis and reporting needs, as well as salary management systems, to evaluate the quality of services provided, identify problem areas and initiate and recommend corrective action.

Analyzes and interprets financial data/reports to integrate and produce planning/reporting documentation; and, interprets finance or management services related policies and guidelines from multiple Departmental and Central agency sources.

Provides advice and guidance on the implementation/integration of complex policies, procedures and systems; and recommends options to arbitrate differences between organizational management on resource management issues and when promoting management acceptance of advice and guidance.

Conducts strategic risk and/or contingency planning analysis to assist the Regional Director of F&A in providing advice to senior management and recommends the allocation of resources to address organizational funding pressures.

Researches, analyzes, and develops an understanding of program objectives and requirements, operational objectives, departmental policies or directives, and systems to anticipate their impact, develop recommendations for managers to resolve financial problems; and, to develop new priorities, objectives or program initiatives.

Plans, organizes and evaluates studies; develops evaluation strategies, techniques and criteria; determines performance measurement and data capture methods; analyzes and evaluates the findings of studies; and, develops solutions for consideration by regional senior management.

Develops financial management training for clients to correct deficiencies; assesses training needs and decides on format and content of training sessions and documentation.

Physical

Physical effort is required when keyboarding to access and manipulate on-line systems, and to sit for long periods when analyzing data or attending meetings.

Responsibility – Responsabilités

Responsible for planning and directing a financial planning, analysis and reporting service for a DFO Region, including integrated budgetary and financial services and information related to resource planning and management, and the formulation and implementation of regional long-term strategic, business and operational plans, budgets, funding strategies and new initiatives. These responsibilities are performed within Sectoral/Departmental priorities/plans and central agency legislative/regulatory and policy frameworks, under general direction, with functional direction available from corporate senior financial specialists. The work influences the region's capacity to manage/control resources, co-ordination/production of planning/accountability documentation and compatibility to Sectoral strategies/priorities; satisfying the organization's management services needs, and the development of training and/or internal financial services guidelines; organizational compliance to Departmental/Government of Canada finance-based legislative/regulatory/guideline frameworks through interpretations and advice to organizational staff/management; and the resolution of difficult problems.



Plans and manages the development and delivery of regional training modules and related materials to provide financial training to regional managers, financial staff and other employees to assist them in adapting to financial policies, systems, reporting, accounting and other changes, as well as to promote understanding and consistency in their application.

Provides input to the development of a financial training strategy and framework for the use of functional experts in the development of appropriate training initiatives to improve the financial management capacity of managers and staff.

Evaluates plans and priorities, and their financial implications; considers funding sources; and, recommends resource allocation strategies and options to managers. Conducts or assists operational managers in the preparation of cost/benefit and risk assessments for projects and other initiatives to identify and recommend to managers the most economical and/or effective options for the use of operating funds.

Provides advice, guidance and recommendations to regional management and Responsibility Centre managers regarding financial planning, resource utilization, funding strategies (i.e. ASD), the interpretation of regulations and policies, and the implications of new priorities and initiatives.

Researches, compiles and synthesizes information and develops reports and presentation materials to be used by managers to address priority setting and resource decisions.

Establishes and manages the research and development of regional planning, budgeting and reporting frameworks including human resource management, activity costing and economic evaluation of capital plans and projects.

Develops regional strategies and plans for the implementation of government-wide initiatives such as the modernization of comptrollership, full accrual accounting and the Financial Information Strategy (FIS) for the Department.

Manages the re-engineering of regional financial planning and reporting processes and internal controls to optimize efficiencies, minimize workloads, ensures data integrity and reporting reliability associated with the recording of salary expenditures in the Salary Management Information System (SMIS).

Develops, creates and disseminates regional policies, regulations, procedures and practices on all aspects of financial and human resource.

Implements corrective measures to remedy recurring or systemic non-compliance where financial transactions submitted by managers do not meet the requirements of legislation and have not been carried out in accordance with central agency and departmental policies and procedures.

Advises on and monitors the managerial control framework for deficiencies and enhancement opportunities. Promotes the concept of financial management accountability and modern comptrollership by advocating sound financial management policies, principles, practices and systems to regional management and staff, and, ensures that regional expenditure levels do not exceed prescribed Treasury Board Allotments and Parliamentary Votes.

Leads multi-disciplinary project teams and/or chairs and/or participates on departmental and interdepartmental committees and manages interviews, meetings, or other consultative processes.

Develops and interprets regional budgetary and costing information, such as funding allocations, financial analyses, variance reports, forecasts of expenditures, summaries of financial documents and other financial management reports.

Manages the evaluation of proposals for collaborative arrangements, including grants, contributions and Memorandum's of Understanding. Provides advice to regional clients on appropriate funding vehicle,



agreement structure etc. Where appropriate, liaises with departmental legal services and financial advisory services, on behalf of regional clients during the review of collaborative agreement documents.

Human Resources

Manages and supervises the work of employees, establishes goals, develops short and long term work plans for the unit and monitors progress. Determines human and financial resource requirements, selects staff, assigns work to employees, monitors work, and prepares performance appraisals including the identification of staff development requirements.

Initiates and co-ordinates the work of regional multidisciplinary committees and work groups, composed of senior finance specialists, program managers/staff and/or officials of OGDs engaged in a variety of special projects and initiatives.

Financial

Manages a Responsibility Centre budget for the unit, with authority to initiate and authorize expenditures under section 32 and 34 of the Financial Administration Act and reallocate resources between budget elements.

Evaluates and approves cost recovery, cost sharing, joint funding and service sharing agreements resulting in the generation of new and essential funding for projects.

Conducts cost/benefit, risk and trend analyses and prepares forecasts of expenditures for the development or control of projects, or to enable managers to choose an appropriate course of action, or as input to current or multi-year financial requirements for resource acquisition instruments (i.e. ARLU, Treasury Board submissions). Analyses are conducted within established procedures/practices, however, there is a need to choose the appropriate methodology and develop appropriate recommendations.

Monitors regional expenditures on an on-going basis to ensure that prescribed appropriation and allotment levels are not exceeded and reallocates resources across budgets as required.

Technical

Responsible for the management of regional financial systems, as well as office equipment and supplies required by staff.

Responsible to assure that staff has access to the necessary financial systems as well as office equipment and supplies they need.

Working Conditions - Conditions de travail

Psychological

The work involves changing priorities in a constantly changing financial and technological environment, strict deadlines and a lack of control over the pace of the work, responding to local, regional and NHQ management requests for strategic/business/financial advice and expertise, and a constant demand to develop alternatives and solutions to the emerging operational/funding and resource issues.

Physical

The work is performed in an office environment and involves sitting at a desk and using a computer with exposure to glare from the monitor, to repetitive movement of fingers and the physical strain from sitting at a desk for extended periods of time.

Business travel sometimes involving long distances and requires adjustment for irregular hours of work.

Additional Information - L'information additionnelle

Resources susceptible to influence worksheet and organization chart are attached.